

## **Adult Class Facilitator**

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### Summary

Adult Class Facilitators work in partnership with the Centre for Family Literacy to provide opportunities for adult learners to reach their literacy goals. Our classes are warm, welcoming, safe environments in which adults find meaningful community and learning opportunities.

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### Responsibilities

- Plan for each 8-week session (with CFL staff and a co-facilitator) and adapt plans as needed to accommodate the needs of the participants
  - Facilitate/Co-facilitate weekly sessions for participants
  - Assist participants with goal-setting and learning at their pace
  - Maintain records including intake forms, evaluation forms and volunteer hours
  - Provide updates on successes and challenges to the Volunteer Coordinator and Adult Learning Coordinator, and seek support as needed
  - Write a brief report at the end of each session
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### Skills and Qualifications

- A desire to see individuals and families flourish through the enjoyment of literacy
  - The ability to receive direction and work independently on a variety of tasks
  - Able to effectively teach in a group setting, facilitate group discussions, and help to foster increased skill and confidence in a diverse group of adult learners
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### Time Commitment

- Two hours per week facilitating plus time for preparation
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### Benefits

- Personal satisfaction of helping others grow their literacy skills and their confidence
- Receive free training and professional development
- Have access to our Resource Centre
- Develop new skills in facilitation, resource development and communication
- Be part of a community of people who are making a difference!